Defense Travel System
Financial Field
Procedures Guide

Version 10.6

August 2006

Document Approval Page

The following organizations have approved this document as evidenced by signature and date contained herein.*

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Document History

Control ID	Date	Version	Author	Description of Activity
PMO-GDE-BPB-040102-10.0	01 Apr 02	Preliminary, 10.0	G. Snyder	Changed the title of the document from <u>Defense Travel System Financial Policies and Procedures Guide</u> to <u>Defense Travel System Financial Field Procedures Guide</u>.
				Section 2.1 <u>Transactions For Others</u> – Referenced LOA examples provided in Appendices F-J of this guide to aid in the LOA translation process.
				Section 4 <u>Defense Travel System Line of Accounting Data Entry Form</u> – Added additional procedures for importing LOAs from a predefined MS Excel spreadsheet and updated references to the MS Access version to reflect the current version being used by the LOA tool.
				APPENDIX E (previously APPENDIX F). Added Air Force LOA example. Corrected description of "SC" field in the DTS 10X20 LOA format.
				APPENDIX F (previously APPENDIX G). Added Army LOA example.
				APPENDIX G (previously APPENDIX H). Added USMC LOA example.
				APPENDIX H (previously APPENDIX I). Added Navy LOA example.
				APPENDIX I (previously APPENDIX J). Added DBMS/Defense Agency LOA example
				APPENDIX J (previously APPENDIX K). Added sample contractor appointment letter.
				APPENDIX L (previously APPENDIX M). Updated instructions for Maintaining Per Diem Database and added procedures for correcting errors.
				APPENDIX R - Added procedures for the death of a traveler while on TDY travel.
				APPENDIX S – Added procedures for processing curtailed travel through DTS.
				APPENDIX T – Added procedures for identifying a DTS-Tailored organization.
				APPENDIX U – Added definitions of the new debt management expense codes.
				APPENDIX V – Previously APPENDIX S. Added web address for the DFAS Defense Accounting Classification Crosswalk.
PMO-GDE-BPB-040102-10.0	14 May 02	Final, 10.0	G. Snyder	Incorporated review comments prior to final approval and posting of document to website.
PMO-GDE-BPB-040102-10.1	29 July 02	Revision, 10.1	G. Snyder	Section 4 <u>Defense Travel System Line of Accounting Data Entry Form</u> - Updated instructions to include the correct references to the WAAS and eBiz accounting system formats.
				APPENDIX F – Updated data definitions in Army LOA Format to include IFM-S data in the SCC field.
				APPENDIX J - Added WAAS Accounting System

				LOA Format.
				APPENDIX K – Added eBiz Accounting System LOA Format.
				APPENDIX L – (Previously APPENDIX J) Revised sample contractor information letter based on guidance received from OUSD OGC.
				APPENDIX O – Combined curtailed travel procedures (previously Appendix S) with procedures for unavoidable expenses. Also added process cancellation decision matrix and cancellation process flowchart.
PMO-GDE-BPB-040102-10.2	26 Aug 02	Revision 10.2	A. Cloyd	Deleted Chapter 4 (and combined with Chapter 3 and Appendices E-K to create separate LOA Upload Guide Utilizing the PMO-DTS Access Tool). Re-sequenced chapter numbers due to re-structuring.
PMO-GDE-BPB-040102-10.3	28 Oct 02	Revision 10.3	A. Cloyd	Updated references to DTS CUI and replaced with DTS Web Portal where appropriate.
				Section 2.3. Updated information on Fiscal Quarters and Fiscal Years to include additional instructions on changes required in the Budget Module for travel crossing Fiscal Year.
				APPENDIX E. Corrected / Deleted the reference to "1st pos. C" in the Sales Code data field. The comment is no longer valid.
	25 Nov 02	Revision 10.3	A. Cloyd	Deleted previous APPENDIX W – Travel Reference Websites (related sites now linked on DTS web page)
				Added new APPENDIX W - Travel Under Reduced Per Diem Rates
	1 Apr 03	Revision 10.3	A. Cloyd	APPENDIX D. Updated the procedures for requesting Ad Hoc reports.
				APPENDICES E-K. Added note to indicate the requirement for all alpha data elements to be in upper case.
				APPENDIX F. Updated Army LOA format to change data type for Operating Agency from numeric to alphanumeric.
				APPENDIX K. Updated E-biz LOA format to include the Budget Fiscal Year in positions 1-4 or Acct 7.
				APPENDIX Q. Updated to provide additional clarification on curtailment versus cancellation of trip/travel authorization.
				APPENDIX V. Updated to include more specific information to aid in identifying and tracking debt related expenses.
				Added APPENDIX X – Procedures for EFT Return Processing
				Added APPENDIX Y – Procedures for Use of GTR as Method of Payment
				Added APPENDIX Z – List of Accountable Stations
	20 Jun 03	Revision 10.4	A. Cloyd	Updated to include new functionality available in the Enhanced Jefferson release (Advances/SPP, PLOT, and ROA)
				APPENDIX E. Updated Army LOA format to indicate all data elements can accept either alpha or numeric characters

				Deleted APENDIX B – DEBX Error Codes (information is in DTA Training Guide)
				Re-numbered chapters and appendices as needed
	10 Sep 03	Revision 10.5	A. Cloyd	Added information concerning advances and SPP for DTS-Tailored organizations.
				Added guidance for FDTA on setting up LOAs and budgets for the new fiscal year
	15 Oct 03			APPENDIX D. Updated Air Force LOA format to add SMC/CSN data element.
	26 May 04		A. Cohen	Updated Air Force LOA format map name from "AF 1, 8/1/2001" to "AF 2, 9/29/2003"
				Added information concerning receipt scanning capabilities in DTS and receipt retention responsibility changes in the FMR throughout document as appropriate.
				Added guidance for FDTA concerning FMR change regarding CO appointment letter management.
				Added information regarding 100% advance approval requirements.
				Updated references from "DGE" to "NDEA" per FMR change and added guidance on profile designation.
				Added Privacy Act language throughout document as appropriate.
				Added information concerning the approval of Authorizations with non-ATM advances and SPPs.
				APPENDIX C. Revised Ad Hoc Report request procedures.
				APPENDIX E. Added information regarding DPI and Cost Center Code elements for Army LOA.
				APPENDIX K (New). Added DWAS LOA Format Map.
				APPENDIX L (New). Added SAP (SSC SD) LOA Format Map.
				APPENDIX M (previously APPENDIX K). Added information on New DD Form 577, removed old appointment letter examples, and added references to DD Form 577 throughout document as appropriate
				APPENDIX Z (previously APPENDIX X). Added note regarding inoperability of GTR functionality until further notice.
				APPENDIX AA (previously APPENDIX Y). Removed list of Accountable Stations, added link to DFAS resource.
				Re-numbered chapters and appendices as needed.
PMO-GDE-BPB-040102-10.6	31 Mar 06	Revision 10.6	J Ridenour,	Revised to incorporate enhanced functionality with the Monroe software release, and to eliminate material included in other DTS publications
				Moved chapters to aid in usability.
				Renumbered chapters and appendices as needed.
				Revised Section 2 to reflect changes in the Monroe version of the Budget Module and remove FY Crossover Information (See DTA User's Manual, Chapter 9)
				Revised Section 3 to reference Debt Management Monitor (DMM)

				Revised Section 8 to remove references to the "10x20" format eliminated with Monroe, and reference DTA User's Manual for viewing "10x20" formats.
				Revised Section 9 for citing other organizations' LOAs
				Revised Section 10 to update travel that can be processed using DTS
				Globally replaced DEBX with GEX
				Globally replaced "Certifying Official" with "Certifying Officer"
				Globally replaced "receipts" with "substantiating documents"
				Moved Section 14 on DTS Limited to Appendix I
				Deleted note that LOAs cannot be corrected on Local Vouchers
				Deleted Appendix B – Using Standard DTS Reports for Processing Travel Related Military Pay Entitlements (See DTA User's Manual, Chapter U)
				Deleted Appendices D-L – LOA Formats. (See DTA User's Manual, Appendix R)
				Deleted Appendix O – Procedures for Maintaining Per Diem Database (See DTS Document Processing Manual, Chapter 2)
				Deleted Appendix P – Procedures for Transferring Travelers to a New Organization (See DTA User's Manual, Chapter 7)
				Deleted Appendix R – Trip Cancellation/Curtailment Procedures (See DTS Document Processing Manual, Chapter 10)
				Deleted Appendix S – Procedures for Identifying Per Diem and Travel Locations for Local Vouchers
				Deleted Appendix W – Procedures for use of Debt Management Expense Codes (See DTS Document Processing Manual, Chapter 8)
				Deleted Appendix AA – Accountable Station Numbers (Information no longer valid)
				Added Appendix L – Procedures for Tracking Lost Payments
	20 Apr 06		A. Cloyd	Deleted Appendix I – Procedures for Implementing DTS-Limited (no longer supported by the PMO-DTS)
				Updated Appendix G – Procedures for Death of a Traveler while on TDY
				Updated Appendix J – Procedures for EFT Return Processing
			A. Cloyd	Re-aligned remaining appendices
	05 Jun 06		D. Lewis-Manni	Table 1 - Updated LOA Reference Guide (Table 1) to add entries for BSM, DIFMS, DWAS, and MSC.
				Table 1 - Reversed text between columns 2 and 3 for STANFINS, STARS-FL, STARS-HCM, WAAS-DFAS, WAAS-DISA, WAAS-WHS
				Table of Contents – corrected bookmark error for "Sample Letter of Appointment"
				Section 8 DTS Lines of Accounting – added hyperlink to Appendix "R" of the DTA User Manual
				Cover Page – updated date to June 2006

				Section 10 Arrangements Only Trip Type – 1st sentence, corrected punctuation and changed "can" to "should". 2nd sentence, removed "by the traveler and approval by the AO. Moved "and approval" to earlier point in sentence.
	13 Jul 06			Modified Table Headers for LOA Reference Guide
	19 Jul 06			Added FMS-EA section
	20 Jul 06			Updated Signature Page names
PMO-SEIT-GDE-080106-10.6	03 Aug 06			Updated Table of Contents

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Please forward any comments or suggestions on the

DTS Financial Field Procedures Guide to dts.finance.team@osd.pentagon.mil or contact (703) 607-1498 (DSN 327-1498)

1 PURPOSE

The purpose of this guide is to identify the major financial roles, responsibilities, regulations and requirements associated with the Defense Travel System (DTS). The guide provides information on accountable officials such as Authorizing Officials (AO), Certifying Officers (CO), the Finance Defense Travel Administrator (FDTA), the Debt Management Monitor (DMM), and the DFAS Reviewing Officials. The guide also describes the role of the Certifying Officer in the payment process and the Authorizing Official's and Certifying Officer's pecuniary liability if a financial loss occurs. This guide also addresses DTS functions that are financial in nature, as well as other topics that specifically concern the finance/resource management community. This document is a guide only and should not be viewed as an official DOD regulation.

2 FINANCE DEFENSE TRAVEL ADMINISTRATOR (FDTA)

This section of the guide provides information on the FDTA responsibilities; the funds control process in DTS, and the line of accounting (LOA) as a basis for approvals and establishment of the travel budget using the DTS Budget Module.

The FDTA can be any member of the budget, resource management, or accounting and finance office for an organization. The FDTA is responsible for maintaining the LOAs and assigning them to the correct organization(s). For each LOA in an organization, the FDTA will create a budget target within DTS. They must ensure the LOAs are properly assigned an LOA label and are in the correct format. Only the FDTA with the appropriate permission level(s) can create or delete the LOAs and must take care not to delete LOAs until they are no longer needed. If an LOA is deleted prematurely, the FDTA will have to reenter it so that travelers who must use it are able to associate it to their travel document.

The FDTA can use the standard DTS budget reports to generate any necessary reports required by commanders, resource managers and/or Authorizing Officials. These reports are located within the "Reports" link located on the DTS Budget Administration Tool screen after logging into DTS. Additional information regarding MIS query capabilities to generate Military Pay reports can be found in section 11.2 of this guide. Detailed information regarding both the

standard DTS reports and the MIS query capabilities are also available in the DTA Training Guide.

The various budget reports can serve as a tool to reconcile DTS budget balances with reports generated by the official accounting systems. The FDTA has funds control responsibility within DTS and is responsible for ensuring that all financial information remains current and accurate. Therefore, the FDTA must be appointed in writing as an Accountable Official. As of 1 January 2004, DFAS implemented an updated DD Form 577 that serves as the appointment record for Accountable Officials. Further guidance is provided in Appendix C of this document. Accountable Officials appointed prior to 1 January 2004 **do not** need to be reappointed on the DD Form 577. When the appointment as an Accountable Official ends, the appointment must be revoked using the DD Form 577 as well and the FDTA's access to DTA functions must be deleted by reducing their permission levels to the lowest level required to perform their remaining duties.   The FDTA also serves as the point of contact for correcting rejected transactions resulting from financial related errors. If the LOA does not pass the edits in the accounting system, an error message will be generated and the transaction sent back to DTS to make the necessary correction(s). Delay in correcting these transactions will result in delay of reimbursement to the traveler.

The FDTA must comply with all local financial policies and procedures for monitoring funds and must be very familiar with the following regulations and policies: DOD Financial Management Regulations; Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR), Appendix O; and all Services/Agencies internal control policies and procedures. The FDTA is the primary point of contact for all financial management related activity for the organization.

The DTS Budget Module allows for entry of budget "targets" related to each LOA and provides real time fund status, displaying balance information to the AO during the approval process. The budget targets entered into the DTS Budget Module should mirror the funding information in the official accounting systems. It should be noted that not all accounting systems record travel budget data at the detail level provided in DTS. The official funds control data resides in the appropriate Defense Accounting and Disbursing System (DADS). The DADS will perform accounting and fund control functions and disburse funds based on the computations performed by DTS and the resulting obligations.

All changes, additions, and deletions to information in the DTS Budget Module must be completed by the FDTA with the appropriate permission level. All changes in funding targets should be completed to coincide with normal fund distribution cycles. <u>The FDTA must reconcile the balances in the DTS Budget Module with official accounting records on a regular basis in accordance with Services/Agencies policies to ensure proper execution</u>. Each activity should follow Services/Agencies procedures in regards to this task.

The DTS Budget Module provides AOs with a read only status of the travel funds that they oversee. The AO is able to view the budget for each LOA in their organization, showing quarterly and annual targets, amounts obligated, and amounts available.

In addition to finance and accounting functions, the FDTA may have additional DTA responsibilities, depending on local and service-level policies and procedures. The FDTA will be an integral part of the local help desk function, and may serve as the local contact for issues such as travel entitlements and policies. The FDTA is also responsible for retaining a file of approved appointment records for Authorizing Officials appointed as Certifying Officers for travel claims at the organizational and/or installation level supported by the FDTA.

Detailed information on creating and maintaining Lines of Accounting can be found in the DTA User's Manual, Chapter 8. Information on the Budget Module, including the enhanced reports available in the Monroe Release and setting up budgets for new fiscal years can be found in the DTA User's Manual, Chapter 9.

3 DEBT MANAGEMENT MONITOR (DMM)

Improved Debt Management functionality within DTS requires the appointment of a Debt Management Monitor (DMM) as an accountable official. This person is responsible for monitoring debt management within DTS. Specific details on the roles and responsibilities of the DMM can be found in the DMM Roles and Responsibilities document and in Chapter 8 of the DTS Document Processing Manual.

4 AUTHORIZING OFFICIAL (AO)

The AO in DTS is the individual in the traveler's supervisory chain who controls the mission, authorizes the trip, and who typically has control of the funds for temporary duty travel (TDY/TAD). This shift in responsibility requires that the AO have functional knowledge of

simplified entitlements described in Appendix O of the Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR). DTS provides the AO with compliancy audits and on-line access to simplified entitlements. Therefore, AOs are not required to be travel claims experts, but should have some knowledge of simplified entitlements.

Utilizing DTS, the AO reviews and approves (or denies) travel authorizations submitted by their travelers. The AO must ensure that the arrangements and should-cost estimates are reasonable and consistent with mission requirements prior to approval. Since the AO is responsible for the mission necessitating the travel, the AO is in the best position to make this determination. The AO must also ensure that the proper LOA is applied to the authorization or voucher, particularly when the AO has responsibility for more than one. Each LOA includes a label in plain language assigned by the FDTA to facilitate this process.

The AO must ensure that sufficient funds are available in their organization's travel budget to properly fund the cost of the travel. AOs cannot authorize travel when the should-cost estimate exceeds the amount of funds available in the LOA(s) associated to the travel document. If this should occur, the AO must first contact their FDTA for further guidance and additional funding.

When interfaced to the DFAS accounting system, the AO approval of an authorization also establishes an obligation in the official accounting records to cover the disbursement of future payments to the traveler for travel expenses associated with the trip.

Changes in the DOD Financial Management Regulation resulting from travel reengineering require that Authorizing Officials (AO) be held accountable for their actions related to the approval of DTS travel authorizations as determined by the Services/Agencies.

The AO uses the system edit and policy checks built into DTS to review and approve travel authorizations or claims for reimbursement. All items identified as a policy exception by DTS must be reviewed by the AO on an individual basis. Justification must be provided as a part of the official record if exceptions are approved. All documents that support policy exceptions/justification must be maintained as part of the official travel record. AOs must exercise discretion consistent with mission requirements and the Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR), Appendix O, as they apply in approving or denying items identified as exceptions to policy.

If an AO, acting as a CO, judges the actual claims to be inconsistent or unrealistic with respect to the should-cost estimate, the AO can disapprove those elements of the travel claim. The AO will rely on the DTS computation module for assistance with analyzing, reconciling, and comparing claims for actual travel expenses to the previously approved should-cost estimate.

All AOs must be trained on Certifying Officer Legislation and be appointed in writing as an accountable official and, as such, may be held peculiarly liable for erroneous payments resulting from the negligent performance of their duties. DFAS has implemented a new/updated DD Form 577 that serves as the appointment record for all accountable officials. Further guidance is provided in Appendix C of this document. See DOD FMR, Vol. 5, Chapter 33 for further details on pecuniary liability. When the appointment as an accountable official ends, the appointment must be revoked using the DD Form 577 as well and the user's access to additional functions must be deleted by reducing the person's permission levels to the lowest level required to perform their remaining duties.

An AO may also be a Certifying Officer (CO) if he/she approves vouchers for payment, to include authorizations that include a request for a non-ATM Advance or a Scheduled Partial Payment (SPP). If appointed as a CO, the AO is responsible for certifying the reasonableness of the request for reimbursement of travel expenses. In this capacity, the AO/CO is required to review all applicable receipts during their review and approval of the travel document. DTS travelers are now required to include all applicable receipts and other substantiating records with their travel document – this is done using the electronic upload/scanning/faxing capability. Refer to Chapter 2, Section 2.7 ("Substantiating Records Imaging") of the DTS Document Processing Manual for more information. Additional information on CO's duties and responsibilities is contained in Section 5 of this guide.

4.1 Self-Authorizing Officials

Under DTS there are no Blanket Travel Authorizations. Instead, individuals who previously traveled under traditional blanket travel orders can be designated as a "self-authorizing official." They act as their own AO, possibly with their own budgets, and can approve their own authorizations and verify fund availability from their budget allocation. Although these officials are given autonomy to approve their own authorizations, they CANNOT certify their own claims for payment. In addition, self-authorizing officials cannot approve their own authorization if they include a request for a non-ATM advance and/or scheduled partial

payments (SPP). An authorized individual in their routing list must approve any authorizations that include a non-ATM advance and/or SPP as well as all vouchers. Thus, although the procedures for self-authorizing officials differ from the non-DTS blanket travel authorizations, the results and internal controls remain in place and are in fact improved. Self-authorizing officials must be designated in writing in accordance with the DOD FMR.

5 CERTIFYING OFFICER (CO)

The Head of the DOD Components (or their designated representatives) must appoint in writing all COs who certify payments in DTS. The appointed record should be done using the DD Form 577 (dated 1 January 2004). Further guidance on the use of this form is provided in Appendix C of this document. Copies of the appointment record for the CO must be maintained by the FDTA. When the appointment as a certifying officer ends, the appointment must be revoked on the DD Form 577 and the user's access to additional functions in DTS must be revoked by reducing the person's permission levels to the lowest level required to perform their remaining duties. **An appointment cannot be approved until the individual has completed the required Certifying Officer Legislation training**.

Certifying Officers (COs) are any persons who apply the "Approved" stamp to:

- Authorizations that include a non-ATM advance and/or Scheduled Partial Payment (SPP)
- Vouchers from Authorization
- Local Vouchers
- Transportation Officers (TOs) who certify Centrally Billed Account (CBA) invoices for payment in the DTS CBA Reconciliation Module

Under DTS, certification is done electronically using the DOD PKI digital signature. The CO performs certification for payment (to include non-ATM advances and/or SPPs) and is peculiarly liable for improper or illegal payments made as a result of their negligence. COs cannot authorize payment for their own travel and are also held peculiarly liable for any erroneous payments they certify.

The traveler or Non-DTS Entry Agent (NDEA) (see Section 7 of this document) must digitally sign (NDEAs utilize the "T-entered" stamp) the travel claim and DTS will route the claim to their AO/CO for approval. Travelers are responsible for the accuracy and completeness of all travel information entered into the DTS. Receipts and other substantiating records are

required to be included with the travel document. If the receipts or other substantiating records are not available, a written statement may be provided instead. Refer to Chapter 2, Section 2.7 ("Substantiating Records Imaging") of the DTS Document Processing Manual for more information.

The CO's main responsibility is to ensure travel claim payments are:

a. <u>Legal</u> – All travel claim payments certified must be legal, legitimate, and not prohibited by law.

b. <u>For Official Business</u> - The travel expenses claimed must be proper and not for anyone's personal expenses or personal benefit.

c. <u>Properly Authorized</u> - Documentation must support items previously approved by the AO in the should-cost travel estimate. This would include, but is not limited to, receipts, invoices, bills, and any approvals performed outside of DTS.

d. <u>Accurately Prepared</u> – Travel claims must be consistent with the supporting records and applied to the correct line of accounting.

e. <u>Supporting Documentation Retained for Review</u> - The DMDC archive/MIS retains an electronic copy of all DTS documents (authorizations, vouchers, and local vouchers, and CBA invoices) for six (6) years, three (3) months. Receipts and any substantiating documents must be retained in the office where certification occurred. The DTS receipt imaging capability, as previously referred to, satisfies this requirement.

The liability of a CO is prescribed under United States Code (USC), Title 31, Money and Finance, Sections 3528 and 3529. COs are held personally accountable for using reasonable care, prudent judgment, and all resources available to them to verify that the travel claims they certify are legal, proper, and correct. If any payment of a certified travel claim is found to be illegal, improper or incorrect, and when evidence indicates that prudent judgment was not used and other reasonably available resources, if used, would indicate that the travel claim should not have been certified for payment, the CO may be required to reimburse the government.

In accordance with 31 USC 3528, COs are not required to make good on erroneous payments they have certified if:

a. They made certifications based on official records

b. They exercised due diligence and good judgment in performing their duties

c. They had no personal knowledge of any illegal, improper or incorrect payments and could not be expected to uncover them in the reasonable performance of their assigned duties

d. The obligation was incurred in good faith

e. No law specifically prohibited the payment

f. The government received value for the payment

The amount of pecuniary liability for a CO is the amount of the erroneous payment, reduced by any amounts recovered from the traveler who filed the travel claim. Generally, the amount is determined during the investigation process.

A formal investigation may be conducted if authorities believe that a CO certified an improper or incorrect payment. The commander/supervisor is the individual who makes the determination if a formal investigation is necessary. If an investigation is conducted, the findings must be supported by documentation that shows there was a physical loss, the loss was illegal, incorrect or improper, and the loss was caused by negligence. For accountable officials, pecuniary liability attaches when the investigating officer determines that any erroneous payment was the result of the accountable official's negligence. For COs, in all cases, the presumption is negligence and those individuals bear the burden of proof in establishing the absence of negligence.

The DTS can also be utilized to electronically reconcile and certify the Centrally Billed Account (CBA) invoices. A CBA is an account used for the purchase of official transportation tickets established between the Government and the government charge card vendor. Reconciliation and payment is a separate process from the reimbursement of individual travel vouchers. CBAs are usually administered through the government transportation offices. Under DTS, the Transportation Officer (TO) is responsible for certifying these invoices and digitally signing the invoice as being correct and proper for payment.

6 REVIEWING OFFICIAL

A Reviewing Official is appointed in writing to perform pre- and post-payment reviews of vouchers certified by a CO. For DTS travel, the pre-payment reviews are performed by the DTS system. Reviewing Officials are responsible for performing post-payment reviews only.

DFAS personnel conduct random post-payment reviews to determine the legality, propriety and correctness of payments that have been made under DTS. Reviewing Officials cannot serve in the positions of a CO, disbursing officer, or accountable official and should not be in the supervisory chain of the CO or disbursing officer. In addition, organizational audit/internal review personnel can access the DTS and/or Archive to conduct reviews on an as required basis.

The designated FDTA or DMM is notified immediately following each completed review of any instances where it was determined that the traveler was overpaid or underpaid on the particular trip record. It is the responsibility of the FDTA or DMM to review the determination and coordinate with the appropriate AO and/or traveler to initiate collection action or processing of a supplemental payment as deemed appropriate.

Note: This is a separate function from a person in the traveler's routing list that may be assigned to review the authorization prior to AO approval. Persons in a DTS traveler's routing list who review documents prior to an AO's approval are called Routing Officials.

7 NON-DTS ENTRY AGENT (NDEA)

A non-DTS Entry Agent (NDEA) is a military member or DOD employee responsible for the input of trips requests (authorizations) and claims for reimbursement (vouchers) in DTS for unconnected travelers who do not have reasonable access to DTS.   The NDEA must be designated in writing by local command authority and be designated as a NDEA in their user profile by the DTA; this designation provides the user access to the "T-Entered" stamp for vouchers. NDEAs that will not be entering travel claims and applying the "T-Entered" stamp, but rather serving as an NDEA to create and sign Authorizations only, should **not** have this profile designation selected. When the NDEA digitally signs a voucher from authorization or a local voucher on behalf of another traveler, he/she must use the "T-Entered" stamp, which signifies that the document is being signed by an authorized person other than the traveler, and

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allows the voucher to be processed. When the NDEA creates the voucher, he/she must enter data from the traveler's physically signed paper voucher and certify that the data is entered as claimed on the manual travel voucher. That is, the NDEA is not responsible for the validity of the manual voucher signed by the traveler, but is responsible for entering the data correctly as presented. The NDEA must use the DTS substantiating record imaging function to include the signed paper voucher and all substantiating records with the travel voucher in accordance with DOD regulations.

8 DTS LINES OF ACCOUNTING

The first data element in all DTS LOA formats contains only the 6-digit accountable station number. This number identifies the accounting entity (location) that maintains the records for the funds to be charged. The DISA Global EXchange Service (GEX) uses this number to route transactions to the appropriate DADS. Since all services and agencies have their accountable station number in different places within their traditional line of accounting, the approach taken by DTS is to duplicate the accountable station number in the first six positions of the first field in the LOA. This way, the GEX can immediately identify the applicable accountable station and apply the correct transaction maps, which are unique for each DADS.

The remaining fields in the DTS LOA contain the organization's fiscal coding structure and other components broken up into various data elements. The services developed the LOA format and they were validated by DFAS for DFAS owned systems. With the Monroe Release, LOAs are viewed and edited based on these LOA elements, and are no longer viewed in the previous "10x20" format. The latest versions of these "10x20" formats can still be found in the Appendix R of the DTA User's Manual
http://www.dtstravelcenter.DOD.mil/Training/Docs/DTA_App_R.pdf

For the initial upload of the LOAs during the deployment process, DFAS can provide a file of all travel LOAs downloaded from the DFAS accounting systems for that particular site. This download is used in conjunction with the DTS set-up tools and reduces manual input errors to ease the burden on the FDTA's during set-up. The process also enables DTS to process travel transactions against LOAs that have been pre-validated by DFAS. Procedures for creating and maintaining LOAs can be found in Chapter 8 of the DTA User's Manual.

Loading/Creating lines of accounting and budgets require direct involvement by the organization's FDTA(s). Although the process can be time-consuming for large organizations, the data entry can be performed by more than one person with knowledge of the lines of accounting. These people must have the appropriate permission level, which can be granted temporarily if needed. The person(s) performing this work MUST have their DOD Public Key Infrastructure (PKI) certificate issued before starting the process.

8.1 LOA Reference Guide

To assist the FDTA in creating their DTS lines of accounting, the PMO-DTS has developed an "LOA Reference Guide". This guide was compiled with input from the respective DFAS accounting systems and explains what elements, specifically the element of resource, element of expense and other data elements as they relate to per diem, transportation, advances, local travel, etc. As stated, this is a guide only – FDTA personnel should coordinate with their resource management office when creating any new DTS lines of accounting.

The guide serves as a tool for aiding the FDTA in setting up the proper LOAs for their organization. By using the guide, the FDTA will be able to determine which data elements (specifically the 'expense type' data elements) to include in their organizations respective LOAs.

Organization's Accounting System	Does your organization process <u>Local Travel</u> claims through DTS? If "YES" then	Are Travel Arrangements paid using a Government <u>Centrally Billed Account (CBA)</u>? If "YES", then….	<u>CBA LOA Elements – vs. – Per Diem LOA Elements</u>
BSM	You **will not load** a separate LOA for Local Travel, the per diem LOA will be used.		
DBMS	You **will not load** a separate LOA for Local Travel, the per diem LOA will be used.	You must load a separate LOA if your organization/traveler is using a CBA (indicated by CP-C) in DTS.	If the Per Diem and the Ticket are using the same Fund Cite then the system-generated Line Item Identifier (LII) will automatically create two Documents in DBMS - one for the Per Diem amount and one for the ticket amount.
DIFMS	You will not load a separate LOA for Local Travel, the per diem LOA will be used.		
DWAS	The LOA for Local Travel has a separate BOC identifier.	You must load a separate LOA BOC identifier if your organization/traveler is using CBA.	
eBiz	You **will not load** a separate LOA for Local Travel, the per diem LOA will be used	You must load a separate LOA if your organization/traveler is using a CBA (indicated by CP-C) in DTS.	The ACRN is different for the CBA LOA than the Per Diem LOA

Organization's Accounting System	Does your organization process <u>Local Travel</u> claims through DTS? If "YES" then	Are Travel Arrangements paid using a Government <u>Centrally Billed Account (CBA)</u>? If "YES", then….	<u>CBA LOA Elements – vs. – Per Diem LOA Elements</u>
GAFS	You **<u>will not load</u>** a separate LOA for Local Travel, the per diem LOA will be used	Normally, you **<u>will not load</u>** a separate LOA for CBA; the same LOA will be used for both Per Diem and Transportation charges. However some appropriations use accounting elements that will require a 2nd LOA be selected.	BPAC and Project/Subproject can be different
MSC	You <u>will not load</u> a separate LOA for Local Travel.	You will load a separate LOA if your organization is using a CBA.	
SABRS	You **<u>will not load</u>** a separate LOA for Local Travel, the per diem LOA will be used	You must load a separate LOA if your organization/traveler is using a CBA (indicated by CP-C) in DTS.	Normally there is no difference; however, if multi-funded could be different
SOMARDS-N	You **must** load a unique and separate LOA for Local Travel. Local Travel LOAs use EOR **"21Z0"**	You must load a separate LOA if your organization/traveler is using a CBA (indicated by CP-C) in DTS.	The Element of Resource (EOR) is different. CBA LOAs use EOR "**21T1**"
SOMARDS-T	You **must** load a unique and separate LOA for Local Travel. Local Travel LOAs use EOR **"21Z0"**	You must load a separate LOA if your organization/traveler is using a CBA (indicated by CP-C) in DTS.	The Element of Resource (EOR) is different. CBA LOAs use EOR "**21T1**"
STANFINS	You **must** load a unique and separate LOA for Local Travel	You must load a separate LOA if your organization/traveler is using a CBA (indicated by CP-C) in DTS.	The Element of Resource (EOR) is different. Local Travel LOAs use EOR **"21Z0"**
STARS-FL	You **<u>will not load</u>** a separate LOA for Local Travel, the per diem LOA will be used	You must load a separate LOA if your organization/traveler is using a CBA (indicated by CP-C) in DTS.	
STARS-HCM	You **<u>will not load</u>** a separate LOA for Local Travel, the per diem LOA will be used	You must load a separate LOA if your organization/traveler is using a CBA (indicated by CP-C) in DTS.	
WAAS-DFAS	You **must** load a unique and separate LOA for Local Travel	You must load a separate LOA if your organization/ traveler is using a CBA (indicated by CP-C) in DTS.	The Element of Resource (EOR) is different. Local Travel LOAs use EOR **"2105"**
WAAS-DISA	You **must** load a unique and separate LOA for Local Travel	You must load a separate LOA if your organization/ traveler is using a CBA (indicated by CP-C) in DTS.	The Element of Resource (EOR) is different. Local Travel LOAs use EOR **"2105"**
WAAS-WHS	You **must** load a unique and separate LOA for Local Travel	You must load a separate LOA if your organization/traveler is using a CBA (indicated by CP-C) in DTS	The Element of Resource (EOR) is different. Local Travel LOAs use EOR **"2105"**

Table 1. LOA Reference Guide

9   FOREIGN MILITARY SALES In DTS

Detailed guidance on DTS FMS Lines of Accounting can be found in the
DTS DTA User's Manual *Chapter 8 "Lines of Accounting, Section 8.7 "Foreign Military Sales (FMS) in Lines of Accounting" and Appendix "R" Lines of Accounting (LOA) By Service/Agency; and the* ***DTS Document Processing Manual*** *Chapter 2 Section 2.12 Using Foreign Military Sales Lines of Accounting in an Authorization*

DOD's Foreign Military Sales (FMS) program manages the government-to-government sale of U.S. defense articles and services to foreign countries and international organizations. A Letter of Offer and Acceptance is the U.S.'s contractual sales agreement with the FMS Customer and must be under full accounting control.

DOD's Deputy for Security Assistance (DFAS-ADY/DE) has the responsibility to
(1) record budget authorities in the FMS Trust Fund accounting system,
(2) maintain FMS Trust Fund budget execution records,
(3) approve DOD Components' requests for FMS obligation authority and
(4) obtain payment advances from foreign customers sufficient to liquidate obligations resulting from the FMS budget authorities.

In the past, the FMS Expenditure Authority (EA) process differed greatly between the Services and was rarely automated.

Fortunately, **DTS** now provides a single, standardized automated interface with the DFAS Corporate Database (**DCD**) and Defense Integrated Financial System (**DIFS**) that automates the request, notification, and confirmation of FMS-EA for DTS travel expenditures citing the FMS appropriation.

Prior to creating expenditures against FMS appropriations, DTS must formally request and obtain expenditure authority from the Defense Integrated Financial System (**DIFS**), the central accounting system and authoritative source for FMS Trust Fund control and management for DFAS-ADY/DE. Once expenditure authority is obtained, funds sufficient to cover the disbursement are set aside and cannot be used for any other purpose.

This process involves DTS submitting a travel settlement invoice to DCD that contains at least one LOA with FMS defined data elements, Country Code, Case Number and Line Item. This data is utilized to track transactions in the DIFS system and currently exists in most DOD Lines of Accounting (LOA).

> **FMS Case Number** indicates a contractual sales agreement between the U.S. and an eligible foreign country or international organization documented by a DD Form 1513 or a Letter of Offer and Acceptance (LOA). An FMS case identifier is assigned for the purpose of identification, accounting and data processing for each offer.
> **FMS Country Code** identifies a country or international organizational code for transactions pertaining to FMS.
> **FMS Line Item** identifies a detail line item on the Letter of Offer and Acceptance.

When DCD identifies a DTS travel settlement invoice containing an LOA with FMS defined data elements requiring expenditure authority, that invoice is suspended within the DCD

pending receipt of the FMS Expenditure Authority from DIFS. The DCD will generate an FMS EA request for the specified Country Code, Case Number and Transaction Control Number (TCN) to DIFS for approval. DIFS will process the request and return to DCD a **T**ransaction **R**eply **C**ode (**TRC**) for **approved** EAs or a Transaction Reply Code with reason for rejected EAs. When the DIFS **T**ransaction **R**eply **C**ode (**TRC**) approving the expenditure authority is received, the associated DTS travel settlement invoice will be released to the designated General Accounting and Finance System (GAFS) central site for subsequent disbursement processing by the Centralized Disbursing System (CDS). In those instances when DIFS returns a Transaction Reply Code with reason, rejecting the request, DCD will generate and route to DTS an outbound advice (824 application advice – **Neg**ative **Ack**nowledgement).

After CDS processes the disbursement, the Remittance Advice (820) is routed back to DCD where the Transaction Control Number (TCN) is appended to register the approval of the FMS EA prior to submission to DTS.

For transactions rejected by DIFS, where the TRC reason is "cash not available", DCD will automatically resubmit the EA request, using the same FMS Case Number, with the next transmission to DIFS. DCD will also notify DTS of the resubmission. Only one re-submit request per reject will be sent. If a subsequent re-submit is rejected by DIFS, DCD will send an 824 Application Advice of Negative Acknowledgement to DTS.

Note: FMS transactions requiring EA must be disbursed in the month EA is given. Therefore any FMS transactions DCD receives requiring EA after the month-end cutoff will be submitted to DIFS in the succeeding month.

Processing Delays Associated with FMS Transactions

Since authorizations with FMS LOAs require an approved Expenditure Authority from DIFS, a delay in payment to the traveler may result.

Notifications:

- The Traveler and the Authorizing Official (AO) will receive pop-up notifications in DTS reminding them that FMS LOAs are executed differently and traveler payments require additional processing time to complete.

- The traveler receives an e-mail notification about the delay when the FMS document is approved.

10 TRANSACTIONS FOR OTHERS

When travel is being funded by a different organization, there are two ways to process the transactions using DTS. In all cases, the transactions can be processed as a reimbursable. In some cases, the LOA can be direct cited on the traveler's documents, and the transaction will

process directly through the funding organization's DADS. It is the responsibility of the FDTA for the traveler using another organization's funds to ensure that the correct method is used.

Direct cite funds can only be used in DTS if the applicable DADS for the funding organization can process the transactions through the DTS. If they can, the FDTA will manually add the LOA to the traveler's organization and load funds in the DTS Budget Module for that LOA equal to the amount authorized by the funding organization's funding document. If the funding document does not provide sufficient funds to cover the entire cost of travel, the traveler's organization must either provide their own funds to cover the additional expenses, or secure additional funds from the funding organization. If using 'direct cite', the organization providing the LOA and budget should provide a screenshot or other copy of their DTS LOA format (and associated budget) to the organization that will be using the funds. This will ensure the organization using the funds correctly adds the LOA and budget target to reduce the likelihood of a reject from the DADS. Other supporting documents, i.e. funding letters, e-mail traffic, etc. providing approval of the funding action should be maintained by the FDTA. If both the funding organization and the organization using the funds are in the same DTS organization structure, the LOA and budgets can be 'shared', negating the need for the direct cite. Refer to the Chapters 8 and 9 of the DTA User Manual for information on sharing LOA's and budgets.

If the accounting or disbursing system responsible for the LOA cannot process transactions using DTS, the FDTA will have to create an LOA that will be reimbursable by the funding organization. Otherwise, the transactions will have to be processed outside of DTS using the travel processing procedures already in place.

11 ARRANGEMENTS ONLY TRIP TYPE

DTS is not yet certified to process all types of travel transactions, however at sites where DTS is implemented and CTO connectivity is established, all travel services that require transportation arrangements be made by the government-contracted Commercial Travel Office (CTO) should be processed through DTS. These type of travel and related transactions are referred to as "Arrangements Only," and require the creation and approval of a travel authorization in DTS. The DTS will forward these travel arrangement requests to the CTO, but will not process the financial transactions through the DADS. This process requires that non-DTS paper-based documents and procedures be used to create and obligate the travel orders and

create and pay the travel vouchers. In some instances, the DTS can produce paper documents for Arrangements Only transactions that could be printed and processed manually. Services and Agencies must coordinate with DFAS to determine if these documents can be used. Additionally, individual organizations must refer to their component Service or Agency for guidance on using DTS-generated documents to substitute for travel authorizations and travel vouchers normally produced on standard DOD forms.

The following list contains types of travel that must be processed in DTS as an "Arrangements Only" trip type. As additional functionality is added to DTS to allow additional types of travel to be processed, this list will be updated.

- Senior ROTC
- Reservists Travel for Medical/Dental Care
- Retirees Called to Active Duty
- Travel by Individual Ready Reserve Members
- Travel by Midshipmen and Cadets
- Hospital and Patient Travel
- Escort and Attendant Travel
- Permanent Duty Travel

12 OTHER FINANCE FUNCTIONALITY

12.1   Advances and Scheduled Partial Payments (SPP)

DTS users without a Government issued travel charge card, or traveling to a location where its use is impractical, can request a non-ATM (EFT) advance during the creation of their authorization in DTS. Additionally, DTS users traveling on an extended TDY – exceeding 45 days – should request scheduled partial payment (SPP) during the creation of their authorization in DTS.

Currently, DTS allows (and the DOD FMR permits) users to request both a non-ATM advance and a SPP for the same authorization. DTS will allow the full non-ATM advance amount authorized to be requested and paid, and will pay SPPs until such time as the full payment of an SPP will result in total disbursements exceeding obligations. At that point, the remaining SPPs will be limited to an amount that will cause total disbursements to equal

obligations. This will preclude users from unknowingly entering into DUE U.S. situations while not preventing them from being able to meet their TDY financial obligations.

Note: Organizations that are DTS-Tailored for finance (not connected to their supporting financial systems) cannot utilize the non-ATM advance and scheduled partial payment functionality in DTS. Travelers in these organizations requiring either a non-ATM advance and/or a scheduled partial payment must process their authorization outside of DTS.

DTS normally computes a non-ATM advance at 80 percent of the reimbursable expenses obligated amount per Line of Accounting for up to 30 days of entitlements. However, non-ATM advances up to 100 percent can be approved by the AO/CO; this feature is only available if the "Card Holder" status in a traveler's profile is temporarily changed to "Full Advance Authorized" by a DTA. As stated in DOD FMR, Volume 9, Chapter 5 (050503.D), the approval authority for these advances has been granted to the AO/CO, as opposed to the previous process of requiring approval from DFAS.

12.2   Using DTS Reports for Processing Travel Related Military Pay Entitlements

There are five reports generated from the DTS Management Information System (MIS) module that military pay technicians can use for documenting travel-related military pay transactions. The reports are: Enlisted BAS Report; OCONUS Travel Report; FSA Report; Military Leave Report; and the Special Duty Conditions Report. These reports should be generated on a regular basis from travel authorizations or paid vouchers according to DFAS, Service/Agency, or local policy. They can be produced on a schedule determined by the individual organizations. Military pay technicians can use these reports in the place of the travel authorizations and travel vouchers that were used to document various transactions (local policy may require copies of the travel document as well).

The responsibility for generating the reports is a decision that must be made by each organization based on guidance from their service or agency. For organizations that processed their own travel vouchers before DTS, the responsibility for producing these reports may fall to the former travel clerk. It may become the responsibility of the organizational FDTA. For other organizations, an orderly room clerk may be responsible for producing these reports. If an organization does not process military pay transactions locally, the FDTA must work with the

military pay office that does process the transactions to establish procedures for producing the reports and providing them to the military pay technicians.

These reports should be generated on a regular schedule and often enough to allow the military pay technicians sufficient time to enter transactions before the next pay cycle. For large organizations with many transactions, the reports should probably be generated weekly. For smaller organizations with few transactions, monthly reports may be more appropriate. Using paid travel vouchers to generate the reports provides the most accurate data.

All information that was formerly provided on the travel voucher may not be present on the report. If additional information is needed from the traveler's record, the travel office technician should either have Read Only Access (ROA) to the traveler's data in DTS, or should be able to contact the traveler's DTA for a copy of the travel record. It is the DTA's responsibility to decide who should have the necessary access to the DTS MIS or ROA modules to generate the reports or to be able to access the travelers' records. For further information on using the MIS Reports Module, please reference Appendix U, "MIS Reports Module Instruction", in the DTS DTA User's Manual.

12.3 Read Only Access (ROA)

Read Only Access (ROA) allows authorized users access to DTS trip record data for travelers that are not part of their organization or group access. Access is typically authorized for personnel who conduct audit, research, or error correction purposes only. Access must be coordinated through the respective Service/Agency DTS Program Offices (at the Service/Agency headquarters level) and must be requested in writing. Personnel with ROA access are NOT able to edit any information in the DTS trip record.

Personnel whose duty performance requires access to documents outside of their parent Service/Agency may request special access by completing a request for ROA access, obtaining DOD component approval, and submitting the approved request to the PMO-DTS at:

Program Management Office – Defense Travel System
ATTN: ROA Administrator
241 18th St.
Arlington, VA 22202-3402
Or via e-mail at dts.finance.team@osd.pentagon.mil

Name G=Gov; C=Contractor	SSN (last 4)	Email	Organization Access (Note 1)	UIN (Note 2)	Reason for Access (Note 3)	Lenth of time for Access (Note 4)
Example: *Doe, John L. (G)*	*XXX-XX-6789*	*doej@xxxx.xxxx.xxx*	*DoD*	*900000011*	*Auditor working on Transportation Payment Audits for DoD travelers.*	*Indefinite*

Data in all fields must be provided at time access is requested. Request must be approved by appropriate Service/Agency representative.
Note 1: Organizational access requested must be job related.
Note 2: UIN is provided at time PKI is issued. Must be provided in order to set up user in DTS.
Note 3: Must substantiate request for access in order to accomplish workload.
Note 4: Indefinite time limit must be supported by workload requirements.

Figure 1. ROA Access Request Format

12.4 Substantiating Records (Receipts and other Supporting Documents)

DTS travelers are now required to include receipts and other substantiating records with their completed travel documents. This can be done by either scanning and saving (then uploading) or fax using a using a toll free telephone number. The telephone numbers appear on the fax cover sheet when printed from DTS. Refer to Chapter 2, Section 2.7 ("Substantiating Records Imaging") of the DTS Document Processing Manual for more information. AO's are no longer required to retain hard copies of the receipts or other substantiating records. Traveler's are also not required to maintain copies for the purpose of travel substantiating, but may wish to maintain copies for income tax purposes if needed. The substantiating records are archived with the travel document for 6 years, 3 months as required.

12.5 Drag & Drop Functionality for GOVCC charges

The Charge Card Vendor (CCV) Drag & Drop functionality allows the traveler to see a list of the current charges posted to the GOVCC issued in their name. The intent of this

functionality is to assist the traveler with the completion of their voucher to ensure all charges have been properly captured.

The charges are provided via a batch upload on a nightly basis and are as current as the most recent file from the CCV. Although all charge card activity is visible to the traveler, only a subset of the information is available for 'dragging' into the voucher. For instance, any GOVCC ATM fees are allowed to be 'dragged', but hotel charges cannot. This is because the hotel charge may include non-reimbursable expenses (movies, mini-bar, etc.).

The information provided is also helpful to assist the traveler with determining any additional amounts they may want split-disbursed to the CCV, for example meals that were charged to the GOVCC or the amount of ATM cash withdrawals.

13 OBLIGATIONS AND DISBURSEMENTS

DTS records all travel data based on the AO's approval and produces a single common output that is mapped to the unique specifications of each particular DADS. DTS then electronically passes the appropriate accounting or disbursement data to the DADS, via the DISA Global EXchange (GEX).

DTS uses Electronic Commerce/Electronic Data Interchange (EC/EDI) X.12 format type transactions. EC/EDI is used for conducting business in all-electronic environments and provides a computer-to-computer exchange of business transactions (the X.12 format). This allows all transactions to be processed in the same manner. There are many advantages of using EC/EDI, but the most significant are reduced paperwork and a faster response time for payment to the traveler. EC/EDI is also an e-Government initiative and a National Performance Review (NPR) goal.

The process starts with the traveler creating the travel document at a workstation that is processed in DTS. DTS performs the computation, validates the AO's digital signature, and sends the transaction as an XML file to the Global EXchange Services (GEX) to the DADS.

The GEX, maintained by the Defense Information Systems Agency (DISA), is the hardware and software that supports the flow of transactions. The GEX translates the transaction from DTS into an X.12 type format and then performs a second translation of the X.12 transaction set into the XML for the appropriate DADS. The GEX then routes the transaction to the appropriate DADS for processing. If the data does not pass the edit of the accounting or

disbursing system, an error message will be generated by the DADS and sent back through the DTS to the appropriate DTA for correction. The process for correcting the error is discussed further in the DTA User's Manual. The various X.12 transaction sets that are used in DTS are:

    a. The 821 transaction-set is used for obligating funds and adjusting obligations. The data elements that are part of this transaction set are the data elements used by the specific DADS to record obligations. Included in the 821 transaction-set are receivable transactions used to record and track debt management.

    b. The 810 transaction-set is the invoice for payment. The data elements included are the data elements used by the specific DADS in processing payments.

    c. The 820 transaction-set is the remittance advice. The remittance advice provides information to the traveler, AO, TO, or DTA indicating that a payment has been made. Included in the 820 transaction-set are advices of collection related to debt management.

    d. The 824 application-advice is used to pass messages regarding errors. The data will consist of a transaction reference number, travel authorization number, and a description of the error.

14 ERROR CODES

A list of error codes related to EC/EDI processing for DTS was developed by the DFAS system proponents and is maintained by the PMO-DTS. The DTA User's Manual, Appendix G, explains and lists the error codes associated with translation errors rejected by the GEX, as well as error codes returned when rejects occur at the DADS.

If the DADS reject an electronic financial transaction (either an 810 or 821), it will send an 824 application-advice to DTS. DTS will then generate an e-mail to the traveler and the organizations reject e-mail address. The e-mail message provides the travel authorization number and a description of the problem and any definitions. The DTA will not see the actual codes but will have a description of the problem.

The DTA, depending on the type of error being reported, will route the error message to the appropriate subject matter expert for correction (often this is the FDTA).

For the error codes generated by the DADS through the GEX to DTS, DTS will translate them into the definition and provide a description for each. The travel authorization or voucher will then need to be resubmitted after each 824 correction.

15 PRIVACY ACT CONSIDERATIONS

The provisions of the Privacy Act of 1974 apply to DTS. Users of the DTS should be aware that the Department of Defense is under an affirmative statutory obligation to establish appropriate administrative, technical and physical safeguards to ensure the security and confidentiality of the DTS records and to protect against anticipated threats or hazards to their security or integrity that could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom DTS information is maintained. Users also have an affirmative obligation to ensure that DTS information to which they have access to be used only for official business, that the confidentiality of the information being used is preserved and protected, and that any disclosures of DTS information are expressly authorized by pertinent statutory and/or regulatory authority.

16 CONCLUSION

Travel transactions processed and approved through DTS have a major impact on the use of an organization's funds. The system greatly enhances the AO's ability to expend funds in a manner that best meets the organization's mission requirements. Along with this increased authority for AO's over their budgets comes increased responsibility. However, the budget and financial personnel who previously bore that responsibility are still available to provide guidance to AO's who were not previously held accountable for financial decisions. In addition, the FDTA's retain much of their earlier responsibility and liability for certifying fund availability and for properly training AO's and voucher certifying officials on how to perform their duties. This guide is one of many tools that the FDTA can use to ensure that AO's and COs are properly informed concerning DTS financial processes and procedures.

APPENDIX A – Acronyms

AO	Authorizing Official
ATM	Automated Teller Machine
BPR	Business Processes Reengineering
CBA	Centrally Billed Account
CCV	Charge Card Vendor
CO	Certifying Officer
COL	Certifying Officer Legislation
CTO	Commercial Travel Office
DADS	Defense Accounting, Entitlement and Disbursing Systems
DFAS	Defense Finance and Accounting Service
DOD FMR	Department of Defense Financial Management Regulation
DTA	Defense Travel Administration
DTS	Defense Travel System
DTS-L	Defense Travel System - Limited
DTS-T	Defense Travel System - Tailored
EC	Electronic Commerce
EDI	Electronic Data Interchange
FDTA	Finance DTA
FY	Fiscal Year
GEX	Global EXchange Services
GOVCC	Government Charge Card
IBA	Individually Billed Account
JFTR	Joint Federal Travel Regulations
JTR	Joint Travel Regulations
LOA	Line of Accounting
LDTA	Lead Defense Travel Administrator
NDEA	Non-DTS Entry Agent
NGMS	Northrop Grumman Mission Systems
OUSD(C)	Office of the Undersecretary of Defense (Comptroller)
PLOT	Personal Leave with Official Travel
PDS	Permanent Duty Station
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PKI	Public Key Infrastructure
PMO-DTS	Program Management Office - Defense Travel System
POC	Point of Contact
ROA	Read Only Access
TO	Transportation Officer
SPP	Scheduled Partial Payment
UIN	Unique Identification Number

APPENDIX B – Requesting Ad Hoc Reports

The Government has the ability to request Ad Hoc queries for unique, one time, data reporting needs. This process is not intended to act as a replacement for standard monthly reports that are typically more complex in nature and require additional analysis and programming. Ad Hoc reports are developed when such reports do not currently exist in DTS. Following are the instructions on how to request an Ad Hoc reports from the DTS Tier-3 Help Desk and a sample (blank) request:

1. The Lead DTA, Service/Agency Representative, or Site POC requests an Ad Hoc report request form through the DTS Tier-3 Help Desk.

2. The Ad Hoc report request form includes specific information that must be completed by the requestor to ensure the report captures all of the necessary information. The requestor should provide the functional use or purpose of the Ad Hoc report and be as detailed and specific as possible. The requestor will need to provide the criteria for the report header and the display format and include criteria to sort the data fields on the report. The following data fields need to be completed by the requestor: Organization, Document Types (AUTH, VCH, LVCH), Document Status (Created, Auth 24 Pass, Cancelled, etc.), Date Range, and any additional data elements.

3. The requestor will route the Ad Hoc report request to their Service/Agency O-6 Representative Office, and the O-6 Representative will forward the Ad Hoc report to the Program Management Office (PMO) for consideration.

4. The PMO-DTS Operations Branch audits the Ad Hoc report request form for accuracy and completeness. The PMO-DTS Operations Branch presents the request to the PMO-DTS Deployment and Operations Division Chief for approval.

5. Once the Deployment and Operations Division Chief grants approval, the PMO-DTS Operations Branch submits the request to the Tier-3 Help Desk for action.

6. Upon approval, the Ad Hoc report is usually processed within 48-72 hours (two to three business days) and provided to the requestor as an MS Excel spreadsheet.

Note: A sample Ad Hoc Report Request is provided on the following page.

1. Personal Information

Requestor's Name:

Email Address:

Phone Number/DSN:

Today's Date:

Installation:

☐ LDTA   ☐ S/A REP   ☐ SITE POC

*DTS Role?
(Please write in, if
applicable):*

2. Functional Use or Purpose (Please be as detailed and specific as possible)

3. Report Header and Display Format

Organization:

Doc Types (AUTH, VCH, LVCH):

Date Range: *FROM:*
               TO:

Provide Data Elements:

*Include Sub
Organizations:*   ☐ YES   ☐ NO

*Document Status
(Created, Auth, Canc,
etc.):*

*Sort Field (Name, SSN
etc.):*

Additional Selection Criteria

Additional Comments:

DTS-PMO OFFICIAL USE ONLY

Request Approved?   ☐ NO   ☐ YES   *Approval/ Disapproval Date:*

         ☐1   ☐2   ☐3   ☐4   ☐5

Priority   *Disapproval Reason*

Figure 2. Request for Ad Hoc Report (Sample)

APPENDIX C – Accountable Official and Certifying Officer Appointments

On 1 January 2004, the Defense Finance and Accounting Service (DFAS) implemented a new/updated DD Form 577 to serve as the appointment record for accountable officials. The new form and appointment process applies to all DTS accountable officials (the CO, AO, and DTA personnel and routing officials who are government employees).

Additional guidance published by the OSD-Comptroller's office on 15 February 2005 requires that each accountable official also be provided a separate letter of appointment concerning their appointment as an accountable official. The accountable official is required to acknowledge and confirm their official responsibilities by signing both the DD Form 577 and the separate letter of appointment. Copies of the DD Form 577 and the letter of appointment must be maintained for 6 years, 3 months from the date of appointment or revocation. Sample copies of appointment letters are provided in the following pages.

As new accountable officials are appointed, their appointment should be recorded on the new form. There is no need to re-appoint and re-record the appointments of existing accountable officials. The form is also used to terminate appointments when the accountable official no longer serves in that capacity.

Instructions for completion of the new DD Form 577 are included on the back of the form, however, the following additional guidance is provided for DTS:

Block 13:

- Certifying Officers (COs) are any persons who apply the "Approved" stamp to:
    - Authorizations that include a non-ATM advance and/or Scheduled Partial Payment (SPP)
    - Vouchers from Authorization
    - Local Vouchers
    - Transportation Officials (TOs) who approve Centrally Billed Account (CBA) invoices for payment in the DTS CBA Reconciliation Module
- Accountable Officials are any persons involved in the travel management process that serve as control points within the organization, and include:
    - Defense Travel Administrator (DTA) personnel (LDTA, ODTA, FDTA, DDM)
    - Routing officials (ROs) (anyone who applies other than the "Approved" stamp)
    - Non-DTS Entry Agents (NDEA) (persons who input claims for other travelers and apply the "T-entered" stamp)

Block 15:

- In addition to the reference to the DOD Financial Management Regulation (DOD FMR), Vol. 5, Chapter 33, reference is also made to the DOD FMR, Vol. 9, Chapter 2.

Offices are required, per the DOD FMR, to maintain copies of the appointment orders in their offices for a period of 6 years, 3 months from the date of termination of the appointment. In addition, the FDTA is responsible to maintain a file of all approved appointments for certifying officers.

Please note that in addition to the specific duties the individual will be required to perform concerning DTS, Block 14 of this form should include the following statement: "The (Insert specific position, i.e. Certifying Officer, NDEA, etc) must comply with all requirements of the Privacy Act of 1974. Any use of DTS information for other than official business may subject the (Insert specific position) to possible criminal penalties and/or administrative sanctions."

It is also important to note that only government civilian employees and uniformed members can be appointed as an accountable official. If government contractors require DTS access in the performance of their duties, they cannot be appointed as an accountable official. Instead, they may be provided a 'support contractor information letter' from their contractor organization.

<u>Sample Letters of Appointment</u>

SAMPLE Certifying Official Appointment Letter

(USE APPROPRIATE LETTERHEAD)

MEMORANDUM FOR (Insert Certifying Official's Name)

SUBJECT: Appointment as Travel Program Certifying Official for the Defense Travel System

      You presently occupy a position wherein your duties include the functions of a travel program certifying official for the Defense Travel System. This memorandum is formal notification that you hereby are appointed as a travel program certifying official to *(Note: Insert location and address of disbursing officer(s) to whom certification is made).*

      As a travel program certifying official, you will be responsible for certifying payment vouchers for the Defense Travel System. You must become thoroughly familiar with your responsibilities and accountability. By signature below, you acknowledge and confirm this appointment and affirm that you have read and understand your responsibilities and accountability as described in Title 31, United States Code, sections 3325 and 3528, DOD Directive 7000.15, and Volume 5, Chapter 33 of the <u>DOD Financial Management Regulation</u>. In addition, you must complete DD Form 577 for each disbursing office identified above. After completion, a signed copy of the acknowledgement of this appointment (below) and the completed DD Form 577 must be returned to me for approval.

                                     Commander/Director Signature

ACKNOWLEDGMENT

      By signature hereon, I acknowledge my appointment as a certifying official for the Defense Travel System. I have read and understand my responsibilities and accountability. I understand my right to request relief of liability for any payment I certify that is determined to be illegal, improper, or incorrect. I further understand that this appointment will remain in effect until revoked in writing by you or your successor.

      Attached for your approval is the completed DD Form(s) 577.

                                   (Certifying Official's Signature)

SAMPLE Accountable Official Appointment Letter

(USE APPROPRIATE LETTERHEAD)

MEMORANDUM FOR (Insert Accountable Official's Name)

SUBJECT: Appointment as Travel Program Accountable Official for the Defense Travel System

You presently occupy a position wherein your duties include the functions of a travel program accountable official for the Defense Travel System. This memorandum is formal notification that you hereby are appointed as a travel program accountable official to *(Note: Insert location and address of certifying official(s) to whom certification is made).*

As a travel program accountable official, you will be responsible for *(note: indicate appropriate responsibility).* You must become thoroughly familiar with your responsibilities and accountability. By signature below, you acknowledge this appointment and affirm that you have read and understand your responsibilities and accountability as described in DOD Directive 7000.15, and Volume 5, Chapter 33 of the <u>DOD Financial Management Regulation</u>. In addition, you must complete DD Form 577 for each certifying official identified above. After completion, a signed copy of the acknowledgment of this appointment (below) and the completed DD Form 577 must be returned to me for approval.

Commander/Director Signature

ACKNOWLEDGMENT

By signature hereon, I acknowledge my appointment as an accountable official for the Defense Travel System. I have read and understand my responsibilities and accountability. I understand my right to request relief of liability for any payment resulting from my review that is determined to be illegal, improper, or incorrect. I further understand that this appointment will remain in effect until revoked in writing by you or your successor.

Attached for your approval is the completed DD Form(s) 577).

(Accountable Official's Signature)

SAMPLE Revocation Letter of Appointments

(USE APPROPRIATE LETTERHEAD)

MEMORANDUM FOR (Member's Name)

SUBJECT: Revocation of Appointment as (Accountable Official or Certifying Official) for the
Defense Travel System

Effective (insert date), your appointment as (Accountable Official or Certifying Official) for
travel documents in the Defense Travel System is revoked.

Commander/Director Signature

APPENDIX D – Anti-Deficiency Act

This appendix provides you with a brief overview of the Anti-deficiency Act and how it can affect your organization. The appendix is adapted from The Anti-deficiency Act (ADA) Investigation Manual (January 1998), which is available for download at http://www.asafm.army.mil/fo/fod/ada/ada.asp.

The Anti-deficiency Act is not a specific statute. Rather, it is a collection of statutes, primarily Sections 1341, 1342 and 1517 of Title 31 of the United States Code, that contain provisions commonly referred to as the Anti-deficiency Act. (The ADA was formerly codified under Sections 3678 and 3679 of the Revised Statutes, from which violations once derived their common usage names: the old terms, "3678" or "3679" violations are still occasionally heard.) The ADA requires the head of each executive agency to prescribe by regulation a system of administrative control of funds. It describes the legal requirements for allotment structures and definition of the role of key officials; fixes responsibilities for anti-deficiency violations, or regulation relating thereto; and provides the means for reporting such violations to the President and Congress through the Office of Management and Budget (OMB).

The fiscal principle inherent in the ADA is the idea that you "pay as you go." With very limited statutory exceptions, government officials cannot make payments, or commit the government to make payments at some future time, unless there are or will be sufficient available funds through normal appropriation procedures to cover the cost.

PROHIBITIONS OF THE ANTIDEFICIENCY ACT

Congress passed the ADA to curtail certain funding abuses within the federal government, e.g., agencies might spend all their funding within the first few months of the fiscal year, then incur additional obligations and ask Congress for more funding. Also, agencies would incur obligations in excess of or in advance of an appropriation. The current form of the law prohibits the following:

- Making or authorizing an expenditure from, or creating or authorizing an obligation under, any appropriation or fund in excess of the amount available in the appropriation or fund unless otherwise authorized by law

- Involving the government in any contract or other obligation for the payment of money for any purpose in advance of appropriations made for such purpose, unless the contract or obligation is authorized by law

- Accepting voluntary services for the United States, or employing personal services in excess of that authorized by law, except in cases of emergency involving the safety of human life or the protection of property

- Making obligations or expenditures in excess of an apportionment or reapportionment, or in excess of the amount permitted by agency regulations

WHAT CONSTITUTES AN ANTI-DEFICIENCY ACT VIOLATION?

With the prohibitions in mind, an ADA violation occurs when -

- A formal subdivision of funds is over obligated, over disbursed, or obligated in advance of the appropriation

- A revolving, management, or working capital fund has an appropriation level deficit cash balance with the U.S. Treasury

- A statutory limitation is exceeded by more than the stated reprogramming authority

    - at budget line level for unexpired procurement appropriations

    - at program element level for unexpired research, development, test, and evaluation (RDTE) appropriations

    - at budget activity or project level for unexpired military construction and family housing construction appropriations

- Voluntary services are accepted, except as authorized by stature

- New obligations or any expenditures or adjustments are made or authorized in a closed account except as authorized by special circumstances, such as to correct clerical errors as provided by Treasury Financial Management Bulletin No. 94-04

- A specific statutory limitation (minor construction limit, investment/expense threshold, etc.) is breached

A violation of the ADA occurs when there is a breach of the formal subdivision of funds or any other specific statutory limitation. Suspected violations of the ADA must be investigated and actual violations of the ADA must be reported to the Secretary of Defense, Office of Management and Budget, the U.S. Congress, and the President of the United States. Commitments, obligations, or disbursements in excess of informal subdivisions of funds (such as allowances or targets) are not ADA violations, but if they cause the governing formal fund subdivision to be breached, then a violation of the ADA has occurred. The official who exceeds the allowance or target could be held responsible for the resultant violation of the ADA.

SANCTIONS FOR VIOLATING THE ADA

If a violation has been determined to have been knowingly and willfully committed, there are statutory provisions requiring criminal penalties. Penalties include a fine of not more than $5,000, imprisonment for not more than 2 years, or both.

The ADA is a complex area of the law that can have serious consequences for your organization and its members. You must consult with your legal counsel early and often whenever you suspect that an ADA violation may have occurred. Legal counsel is your most important link with the interpretation of regulations and statutes related to ADA.

The ADA Investigations Guide cited at the beginning of this Appendix is an excellent resource that contains much helpful information. We strongly urge you to consult that for more detailed information regarding the ADA.

APPENDIX E – Procedures for Correcting Rejected Lines of Accounting

When an authorization or voucher is rejected by the GEX or DADS for an invalid line of accounting (LOA), the traveler and the traveler's DTA will be notified by e-mail. They must notify the Financial DTA (FDTA) of the reject. The FDTA must ascertain why the LOA is incorrect, and whether a budget exists for the correct LOA. Once the FDTA ensures that a budget exists for the correct LOA, the traveler or other user must correct the LOA in the rejected document. To do this, the user opens the rejected document, clicks on the Accounting toolbar and edits the LOA that is incorrect. **DO NOT delete the rejected LOA from the document and DO NOT enter a new LOA. The user <u>must</u> edit the rejected LOA to ensure the document does not reject again.**

If the user editing the document is also a DTA with appropriate access/permission levels, the system will ask whether to make the change only for the document. <u>Make certain that the correction changes only the accounting information for the specific document to prevent the system from improperly changing the master accounting table.</u> After correcting the rejected LOA, the user must sign the document. It will then route to the next person(s) in the Routing List, who must also review the document until it is approved and submitted to the DADS via the GEX.

If it is determined that the error was the result of an erroneous LOA loaded into DTS, an authorized user with the appropriate permission level must use the DTA Maintenance Tool to correct the erroneous information. Doing so will prevent other documents from rejecting due to a bad LOA.

APPENDIX F – Policies and Procedures for DTS Permissions and Access Levels

BACKGROUND

1. The Defense Travel System (DTS) identifies more than 180 functions to which you can assign an access and/or permission level. Permission levels protect the accuracy and integrity of information by limiting the number of users who can perform certain DTS tasks or see certain traveler data.

2. A user's permission level can be single number (e.g., *0)* or a list of numbers (e.g., *0, 3, 5*). The default permission level is *0.* As part of the administrative set-up of DTS, each user is assigned appropriate access and permission levels dependent upon their duties. (For detailed information concerning the assignment of permission and access levels refer to the DTA User's Manual.)

REGULATORY REQUIREMENTS

1. OMB Circular No. A -130, Appendix III, <u>Security of Federal Automated Information Resources</u> requires personnel controls, including individual accountability, "least privilege," and separation of duties.

2. OMB Circular No. A -127, <u>Financial Management Systems</u> requires controls incorporated in accordance with OMB Circular No. A -130 and management controls required by Circular A -123. Circular A - 127 defines a "financial system" as "an information system, comprised of one or more applications, that is used for any of the following: collecting, processing, maintaining, transmitting, and reporting data about financial events."

3. GAO AIMD-00-21.3.1, <u>Standards for Internal Control in the Federal Government</u>, which implements OMB Circular A-123, states specifically "Key duties and responsibilities need to be divided or segregated among different people to reduce the risk of error or fraud. This should include separating the responsibilities for authorizing transactions, processing and recording them, reviewing the transactions, and handling any related assets. No one individual should control all key aspects of a transaction or event." It further states that, "Access to resources and records should be limited to authorized individuals, and accountability for their custody and use should be assigned and maintained."

4. DOD 7740.1-G, <u>ADP Internal Control Guideline</u>, dated July 1988, which implements an automatic data processing internal control program, states "Effective controls need to be established over the data processing operation because of the concentration of the functions brought about by the computer. The organizational structure should provide assurance that assets are safeguarded and that information is produced reliably. A key organizational control is an adequate separation of duties, which includes:

    a. Separating the data processing functions from other agency functions;

    b. Separating different data processing functions within the data processing organization;

    c. Providing for separation of duties within user departments."

5. DOD 5400.11, <u>DOD Privacy Program,</u> dated December 1999, which implements the Privacy Act of 1974, states "DOD personnel shall take such actions, as considered appropriate, to ensure that personal information contained in a system of records, to which they have access to or are using incident to the conduct of official business, shall be protected so that the security and confidentiality of the information shall be preserved." It further states that "DOD personnel shall not disclose any personal information contained in any system of records except as authorized…Personnel willfully making such a disclosure when knowing that disclosure is prohibited are subject to possible criminal penalties and/or administrative sanctions."

DTS PERMISSION AND ACCESS LEVELS

1. The DTS Program Management Office (PMO) has identified the following Permission Levels, Organizational (Org) Access, and Group Access for use with the DTS. All Services and Agencies will strictly adhere to assignment of these levels to the users indicated:

USER TYPE	Permission Levels	Org Access	Group Access
PMO DTS DTA	0,1,2,3,4,5,6,7,9	All	All
PMO Management Control DTA	0,1,3,4,5,6	All	All
NGMS DTA	0,1,2,3,4,5,6,7,8	All	All
PMO DTS Finance DTA	0,1,2,3,4,5,6	All	All
Service/Agency DTA	0,1,2,3,4,5,6,7	Service	Service
Site Lead DTA	0,1,2,3,4,5,6	Site	Site
Site Finance DTA	0,5,6	Site	Site
Site Budget DTA	0,1,3	Site	Site
Organization DTA	0,1,5	Org	Org

Transportation Officer/Mgr.	0,4	Site	Site
AO/CO/Routing Officials	0,1,2	Org	Org
Non-DTS Entry Agent (NDEA)	0 *	None	Org
Traveler	0	None	None
PMO/NGMS Fielding Personnel	0,1,2,3,4,5,6,7 (Temp Basis)	Site	Site

Table 2. Permissions Level Matrix

* For internal management control, the non-DTS Entry Agent (NDEA) shall not be part of any routing list.

2. Refer to the DTA User's Manual for the full list of DTS functions to which the above permission levels apply.

3. It is the responsibility of each Service and Agency to insure that the above permission and access level are adhered to at all times by their respective organizations. Furthermore, it is the responsibility of the Service and Agency to insure that prior to assignment of a permission level to a user, any and all required certification training has been completed and all appropriate appointment letters are on file with the respective Service or Agency.

4. Service and Agency exceptions to the above permission and access levels will be considered on a case-by-case basis by the PMO-DTS. Such requests must be submitted in writing to:

> Program Management Office, Defense Travel System
> Management Control Administrator (MCA)
> 241 18th Street, Suite 100
> Arlington, VA 22202-3402

DTS TESTING AND IMPLEMENTATION PERSONNEL

All DTS-PMO, NGMS, Service/Agency, and support contractor personnel involved in DTS testing and implementation requiring access to the DTS production system, must request such access in writing to the Management Control Administrator (MCA). The PMO Defense Travel Administrator (DTA) will input personnel requiring Level 8 access and the PMO Finance DTA will input all other personnel, only after all appropriate training has been completed and adequate documentation processed with the MCA.

Permission and Access Level Procedures for DTS Testing and Fielding Personnel

1) The following procedures will be followed by all PMO-DTS, NGMS, Service/Agency, and support contractor personnel needing access to the DTS production system due to their support for DTS Testing and/or Fielding:

   a) PMO, NGMS, Service/Agency, and support contractor leads must identify all personnel under their control who require access to the DTS production system and the permission and access level necessary for them to perform their assigned duties.

   b) Once identified, the following information, for each individual, will be provided to the Management Control Administrator (MCA) to process their appointment letter (see paragraph four (4) below for address). Along with this information will also be provided the individual's Certifying Officer Legislation (COL) training certificate of completion indicating a completion score of at least 80%:

      i) Name

      ii) Duty position

      iii) Permission and access level requested

      iv) Explanation of why requested permission and access level is required

      v) Duration of request (indicate start and end dates for access)

2) To insure adequate time for processing, all access requests must be submitted two (2) weeks prior to the requested start date.

3) Once appointed by the MCA, the PMO-DTS Defense Travel Administrator (DTA) will add users at the approved appropriate access level(s) and notify the user when this action has been completed. Likewise, at the end of the users access period, the PMO-DTS DTA will remove the user from the system and notify the user that their DTS access has been changed and/or cancelled and, if necessary, that their appointment letter has been revoked.

4) Requests for access to the DTS production system will be submitted to the following address:

   Program Management Office, Defense Travel System
   Management Control Administrator (MCA)
   241 18th Street, Suite 100
   Arlington, VA 22202-3402

APPENDIX G – Procedures for Entitlements for a Traveler who Dies While on TDY Travel

Upon the death of a traveler while on TDY, any travel entitlement is paid as part of the overall computation of entitlement due the traveler (pay and entitlements, housing, death gratuity, etc.). The travel claim must be settled in the name of the beneficiary or executor, therefore any voucher settlement must be done outside of DTS.

In these cases, the authorization should be amended to indicate the date of death as the last day of TDY with remarks indicating the death of the traveler. The voucher can be created in DTS, **but must not be signed/T-entered and approved**. Instead, the voucher should be printed and processed for payment (or debt collection) outside of DTS. The procedures related to this vary amongst the DOD services and agencies. Ensure that the DTS voucher includes remarks indicating the death of the traveler and that the voucher is being processed outside of DTS, to include the name and office of the person the voucher is being forwarded to. Detailed information concerning the processing the voucher should be directed to the Casualty Affairs Office (CAO) for the organization. Any unused tickets remaining as a result of the death must be reported to the organization transportation officer of the commercial travel office to ensure proper credit against the traveler's individual charge card or the organization's CBA.

If the traveler owes an overall debt to the government upon their death, the TDY entitlement will be applied to the debt and no payment due. If the government owes the traveler upon their death, the TDY voucher will be paid to the beneficiary per CAO guidance.

Any questions regarding the closing of the authorization, so that it no longer shows as an unsubmitted voucher, should be directed to your local or Tier-3 Help Desk.

APPENDIX H – Procedures for Implementing a DTS-Tailored Organization

GENERAL

It is possible for sites to deploy the DTS without operational interfaces to the DOD Accounting and Disbursing Systems (DADS). Deploying the DTS without these interfaces can still provide significant benefits to the traveler and the travel community. These benefits include:

- Login authentication using PKI digital signatures to provide non-repudiated authentication

- Computation of entitlements according to Appendix O of the JTR/JFTR

- Electronic workflow routing for review and approval of travel authorizations and expense vouchers

- Transfer of completed travel documents to the DOD Archive/MIS

If the DADS interface is unavailable, DTS will act as an order writer with similar functionality to the "Arrangements Only" trip process. Travel documents (authorizations and vouchers) can be printed from DTS and processed manually in the DADS, or processed in accordance with current local procedures. After the trip is completed the trip records are submitted to the DOD Archive/MIS.

An organization at any level in the hierarchy can be configured without electronic access to a CTO. Without the CTO interface, the system users do not have the ability to request air, lodging, or rental car arrangements or have access to real-time availability information for these services. In addition, a passenger name record (PNR) is not routed to the CTO. Travel arrangements are made directly with the CTO and the cost and method of reimbursement information is entered by the traveler.

NO CTO INTERFACE

Setting up DTS without the CTO Interface

The NGMS DTA completes the setup of the CTO information. The site identifies which organization(s) should be configured without the CTO interface. The NGMS DTA will populate the relevant fields in the DTS with standardized codes, as these fields cannot be left null.

Using DTS without the CTO Interface

The impact to users occurs during the creation and/or amendment of authorizations. When the user creates the authorization, they do not have access to real-time air, lodging, or rental car availability. Instead, the user must contact the CTO directly (by phone, fax, or email) and request that reservations be made for the trip. The user enters the quoted costs for the reservations into the authorization – airfare is entered in the ticketed transportation screen, lodging costs are entered on the per diem entitlements screen, and rental car costs are entered as a commercial auto non-mileage expense.

When the user signs the document it routes to the authorizing official identified in the routing list. The document does <u>not</u> result in a PNR being sent to the CTO. <u>The user, therefore, cannot use the air/lodging/rental segment comments fields to communicate with the CTO</u>. Questions or requests for changes must be communicated directly to the CTO by phone, fax, email, etc., in accordance with local travel procedures. Similarly, the user would not receive comments back from the CTO through the DTS. Users should ensure that the CTO provides a printable itinerary.

If changes need to be made to the authorization, the user again contacts the CTO directly to change or cancel part or all of the reservations. The user would then update the costs on the authorization according to the changes made. The adjusted (or amended, if already approved) document then routes to the authorizing official.

No other features of DTS are affected by the lack of the CTO interface. The users still apply digital signatures to travel data, obligation and/or payment transactions are still submitted to the DADS through the GEX (assuming there is an operational DADS interface), and completed or cancelled trip records transfer to the DOD Archive/MIS.

<u>NO DADS INTERFACE</u>

DTS Setup for No DADS Interface

If the site requires an organization to be setup as a blocked organization, the site must complete a DTS-Tailored organization form. This form includes all necessary information that the NGMS Payment Module Administrator needs to complete the setup. Should any questions arise, the form also includes support contact information. After the form has been completed, it is provided to the PMO Deployment and Operations Division point of contact, who then forwards it to the NGMS administrator. Once the form is received, the NGMS Payment Module Administrator completes the setup of the DADS information. Once the setup is complete, the NGMS administrator will send back a confirmation message to the designated site POC, the Fielding POC, and the PMO-DTS.

The setup identifies those organizations whose travel documents are to be examined to determine whether or not the documents are to generate a financial transaction to be sent through GEX to the DADS. The organizations are listed in a table along with the text string used to check if the organization's documents are to be blocked. This string used to identify the blocked organization is "DTST", which must appear in the first field of the first account in the line of accounting (LOA) format.

An authorized user, such as the FDTA within the organization, sets up the blocked LOAs by entering the "DTST" string in the first field of the 1LOA within DTS by utilizing either the DTA Set-up Tool or DTA Maintenance Tool as applicable. An organization may have both blocked and unblocked LOAs (if there are multiple DADS servicing the organization). However, the use of any blocked LOA on the document will cause the entire document to be treated as blocked.

If a user's organization is identified in the table used by the payment module, all documents from that organization will be examined to see if the financial transaction should be blocked. The document is blocked if any LOA used for the document starts with "DTST". If the document uses a blocked LOA, no financial transaction is generated and made available for interchange with GEX (which would then route it to the DADS).

This requires that the documents associated with a trip either all be blocked or all be unblocked. Therefore, if a trip that had been budgeted against a blocked LOA needs to be changed to use an unblocked LOA, the original authorization needs to be canceled and a new authorization with unblocked LOAs be used instead. Table 2 summarizes the actions taken by the DTS for determining blocked/unblocked transactions.

*Note: Organizations using DTS-Tailored for DADS interface CANNOT use the non-ATM Advance or Scheduled Partial Payment (SPP) functionality in DTS. Any travel requiring either of these must be done outside of DTS if DTS-Tailored for DADS interface is in place.

	Organization Configured on Payment Module as a Blocked Organization?	
Description of Document	**Yes**	**No**
Original authorization has no LOAs starting with "DTST" string	Document is checked for LOAs, but as none start with the "DTST" string, transaction is generated for exchange with GEX.	Transaction is generated without further checking and available for exchange with GEX.
Original authorization has at least one LOA starting with "DTST"	Document is checked for LOAs and blocked – no transaction created for GEX.	Transaction is generated without further checking and available for exchange with GEX. As the LOA is not valid, the document rejects at GEX.
Amended authorization changes LOA from blocked LOA (with "DTST") to unblocked (without "DTST")	Document is checked for LOAs and a transaction is created for GEX, as there is no longer a blocked LOA. However, the adjusting obligation transaction includes the de-obligation of the blocked ("DTST") LOA, causing a GEX reject.	Transaction is created for GEX, as this is not a blocked organization. However, the adjusting obligation transaction includes the deobligation of the blocked ("DTST") LOA, causing a GEX reject.
Amended authorization changes LOA from unblocked (without "DTST") to blocked LOA (with "DTST")	Document is checked for LOAs and blocked – no transaction is created for GEX. Subsequent voucher would also be blocked in the future, as the amendment was blocked. This will result in overobligation at the DADS, which will have to be manually cancelled at the DADS. The appropriate action would have been to cancel the original authorization (with unblocked LOA) and to create a new authorization with a blocked LOA.	Transaction is created for GEX, as this is not a blocked organization. However, the adjusting obligation transaction includes the obligation of the new blocked ("DTST") LOA, causing a GEX reject.

	Organization Configured on Payment Module as a Blocked Organization?	
Description of Document	Yes	No
Voucher has no LOAs starting with "DTST" string	Document is checked for LOAs, but as none start with "DTST", UDF is generated for exchange with GEX. (Note that if the approved authorization had a blocked LOA, the ghost-adjusting obligation would include the blocked LOA, causing a GEX reject).	Transaction is generated without further checking and available for exchange with GEX. (Note that if the approved authorization had a blocked LOA, the ghost-adjusting obligation would include the blocked LOA, causing a GEX reject).
Voucher has at least one LOA starting with "DTST"	Document is checked for LOAs and blocked – no transaction created for GEX.	Transaction is generated without further checking and available for exchange with GEX. As the LOA is not valid, the document rejects at GEX.

Table 3. Actions Taken with Blocked/Unblocked Organizations

Using DTS without the DADS Interface

When a user creates a document that requires blocked LOAs, the documents are not electronically transferred to the DADS. Users will follow local procedures to process authorizations and vouchers outside of DTS.

APPENDIX I – Procedures for Travel with Reduced/Special Per Diem Rates

There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. In these cases, the AO may recommend payments of lower or no per diem to their Service point of contact listed in the introduction of the JFTR and JTR under the heading Feedback Reporting. Some of the routine cases are highlighted in the following sections. **Lower per diem rates can only be established before travel begins**. See par. T4040-A1c(2) of Appendix O of the JTR/JFTR for more information on reduced per diem for civilian employees performing TDY for training.

When it can be determined factually that the per diem rates prescribed in the tables published by the PDTATAC are in excess of need for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from pre-arrangement, special discounts, or other reasons, the AO should seek authority to prescribe a fixed per diem at a rate lower than the applicable rate prescribed. The request, including established lodging and meal costs, the traveler's name, travel dates, and TDY assignment location should be submitted to the appropriate office. The authorized fixed per diem rate must be stated on the travel authorization.

Employee (Civilian) Travel

Employee (civilian) DTS travelers are entitled to reduced per diem rates under the following circumstances.

- **Reduced per diem rates can only be established before travel begins**

Travel for training – (see JTR, Chapter 4, Part K)

Per diem rates for training assignments of more than 30 consecutive calendar days at one location are 55% of the applicable maximum rates prescribed rounded to the next higher dollar. Exceptions to the 55% rule (both upward and downward) can be requested in accordance with the JTR(C4530-D2a and C4530-D2b).

Travel for long-term TDY assignments -

Per diem allowances for TDY travel of more than 180 consecutive days at one location are 55% of the applicable maximum rates prescribed rounded to the next higher dollar. The per

diem rates in par. C4561D1-A <u>apply for the entire period,</u> except for the arrival day at and departure day from the TDY location. Exceptions to the 55% rule (both upward and downward) can be requested in accordance with JTR C4561-B1 and C4561-B2.

- Note: TDY travel in excess of 180 consecutive days at one location requires written justification and approval. This determination should be made before the authorization is issued, however; the authorization may be issued and the case submitted immediately to the appropriate authority.

- **If a traveler is TDY in excess of 180 days without this approval, the traveler's per diem stops as of the 181st day**.

Additionally, if the start date and end date is greater than 180 days, the travel authorization will fail the DTS pre-audit. The AO must comment regarding whether or not the required waiver has been obtained. However, there is currently no functionality in DTS to stop entitlement to travel at the 180 mark (if the waiver is not received). <u>The AO could be held accountable for approving any travel beyond 180 days without the required waiver</u>. A conditional routing could be established to route the authorization to a particular reviewer for this category of travel.

<u>Use of Government Quarters</u> -

Civilian employees may not be ordered/required to use Government quarters; however, if Government quarters are available on that installation for an employee TDY to a U.S. installation, the proper authority under C4550-C <u>may</u> prescribe a reduced per diem rate based on the Government quarters' cost.

In addition to above specific examples, the JTR (C4550C), states that the Secretary concerned may authorize zero per diem or rates of per diem in lesser amounts than those prescribed when it is determined that the per diem rate prescribed is excess of need. These are normally done on a case-by-case basis. **Such authority must be requested and approved in advance of the travel and the authorized rate must be stated on the travel authorization**.

<u>Processing Reduced/Special Per Diem Rates in DTS</u>

Using the "special rate" function found in the Per Diem Entitlements screen when updating the conditions that affect travel, the AO can ensure the proper rate is applied.

- The reduced lodging rate should be updated in the lodging section
  - Select the effective date, update/reduce the authorized rate, and ensure the rate is replicated through the appropriate date
- In order to ensure the reduced M&IE rate is used, the traveler/AO must select the "Special Rate" radial button in the meals section of the Per Diem Entitlements screen
  - Select the date when the reduced rate is effective
  - Select the "Special Rate" radial button
  - Enter the adjusted/reduced M&IE rate and ensure the rate is replicated through the appropriate date
- The AO must ensure a comment is included as an "Other Authorization" to indicate the reduced rate
  - The comment must include the reason for the reduced rate, i.e. training, long-term TDY, etc.
  - The comment should also indicate the particulars of the approval for use of the reduced rate, i.e. date and point of contact (at the service/agency level) who approved the reduced rate

The screenshots on the following pages are provided to assist the AO in situations wherein their travelers travel under reduced per diem conditions:
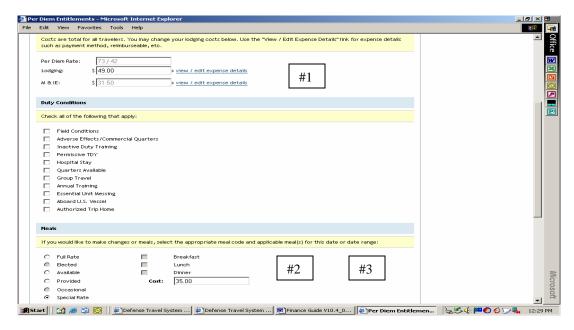
Figure 3. Lodging/M&IE Entry for Reduced Per Diem

1) Enter reduced applicable lodging rate and ensure values apply through appropriate dates
2) Select "Special Rate" radio button
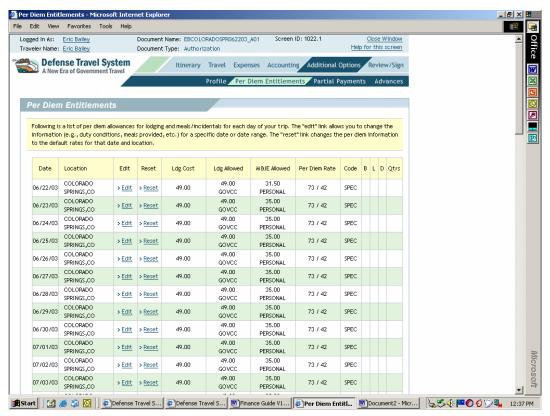3) Enter reduced applicable reduced M&IE rate

Figure 4. Lodging/M&IE Details for Reduced Per Diem

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1) Note the reduced lodging and M&IE rates
   a. Actual lodging rate of $49 versus published rate of $73
   b. Actual M&IE rate of $35 versus published rate of $42
2) Note the use of "SPEC" for the code
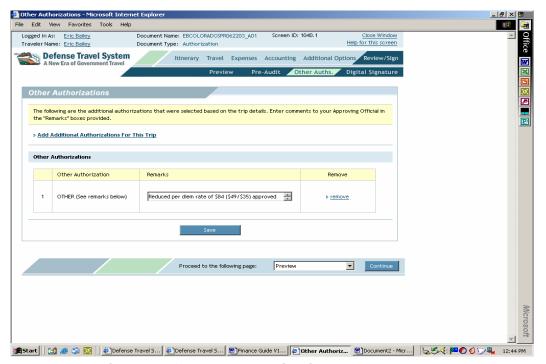3) Ensure the start and ending dates of the reduced per diem are correct

Figure 5. "Other Authorizations" Remarks

1) Comment must include the reduced per diem rate
2) Should also include service/agency point of contact information on who approved the reduced rate and the date of approval

APPENDIX J – Procedures for EFT Return Processing

Implemented with the Madison Release A, DTS receives and process Advice of Collection (AOC) transactions for Electronic Funds Transfer returns. When transmitting a request for payment, DTS expects to receive a positive acknowledgement and will apply the PAID status stamp to the voucher transaction (e.g., advances, scheduled partial payments, settlement vouchers, and supplemental vouchers). Occasionally, EFT payment requests will be returned to DTS after the transaction has been marked as PAID in the travel document. EFT

returns can occur anytime a request for payment is transmitted and affects authorizations, group authorizations, vouchers from authorizations, and local vouchers.

This new functionality provides for receiving a notification of an EFT Return (an advice of collection from the Disbursing system), recording the action of the EFT Return, reducing and recalculating the amounts recorded as "previously paid to traveler" by the amount of the EFT Return, notifying the traveler of the EFT Return, and providing a capability to submit a request for payment.

Within this solution, travelers have an ability to reallocate a portion, or all, of the EFT return amount as an additional amount to be paid to the Government Charge Card (GOVCC). DTS shall transmit the supplemental requests for payment accordingly. If a traveler records an additional expense or deletes an expense, DTS shall transmit a supplemental obligation and require a positive acknowledgement before releasing the supplemental request for payment.

Process Steps for EFT Return of Voucher Settlements

1. DTS releases Request for Payment (by LOA and Expense Code combination) in a total amount that includes, in part:
    a. DTS-generated Transaction ID
    b. Expense Code (i.e., PD, CBA, AMC, GTR, GBL)
    c. EFT Amount
    d. GOVCC Amount
2. GEX/DCD/Disbursing sends Advice of Payment (AOP):
    a. That includes, in part, the DTS-generated Transaction ID and value for EFT Amount
    b. Does not include Expense Code(s)
    c. Does not include GOVCC Amount
    d. DTS assumes that GOVCC amount, if any, is paid as transmitted
    e. DTS applies PAID status stamp to travel record
3. Initiate archive process
4. Archive XML released to GEX/Archive (DTS applies ARCHIVE SUBMIT status stamp)
5. Document accepted by Archive (DTS applies ARCHIVE ACCEPTED status stamp)
6. Advice of Collection (AOC), i.e. EFT Return notice, received from GEX/DCD/Disbursing

      a. Data includes Traveler SSN, TANUM, amount, and DTS-generated Transaction ID

      b. XML incoming processes requires validation of Transaction ID and cash collection voucher number

      c. If AOC Transaction is not valid, DTS rejects transactions back to GEX/DCD/Disbursing

      d. If AOC Transaction is valid, DTS processes transaction as an EFT return

7. If EFT return, DTS automatically updates current version of Voucher from Authorization with the following actions:

      a. Apply status stamp EFT RETURN (new status stamp) with corresponding name, PAY MOD GENERATED (new stamp for Release A)

      b. Payment summary screen:

            i. Recalculate (and update) "Previous Voucher Payment" field with value of previous payments less value of EFT return.

           ii. Recalculate voucher totals and update "Net Distribution" fields

                 1. Value of "Personal" should be equal to value of EFT return

                 2. Value of "Individual GOVCC" should be equal to zero

                 3. Value of "Total" should be equal to value of EFT return

8. DTS shall not update the appropriate budget items in the Budget Module to reflect a reduction in expenditures when processing an EFT return.

9. Send email to DTA, AO, and Traveler indicating that EFT returned (see below)

10. Traveler/NDEA prepares supplemental voucher and verifies EFT information

11. DTS recalculates Payment Summary information (need to include this step to detect the addition/deletion of expenses)

      a. Recalculate voucher totals and update "Net Distribution" fields

            i. Value of "Personal" should be equal to or greater than the value of EFT return

           ii. Value of "Individual GOVCC" should be equal to or greater than zero

          iii. Value of "Total" should be equal to or greater than the value of EFT return

12. Traveler signs (or NDEA uses T-ENTERED status stamp) supplemental voucher

13. DTS executes document routing list

14. AO approves supplemental voucher

15. Budget Module Actions: ensure budget module functions, normally performed as an action of the APPROVED status stamp for a voucher/supplemental voucher, are bypassed

16. If no expenses were added/deleted and/or the traveler did not designate a portion of the EFT return amount as an additional payment to GOVCC, DTS prepares and releases supplemental voucher request for payment XML to GEX/DCD/Disbursing in the amount of the EFT return using the same LOA(s)

17. Receive Advice of Payment XML from GEX/DCD/Disbursing

18. Update supplemental voucher with PAID stamp (ensure budget module functions, normally performed as an action of the PAID status stamp for a voucher/supplemental voucher, are bypassed)

19. Initiate archive process

20. Archive XML released to GEX/Archive (DTS applies ARCHIVE SUBMITTED status stamp)

21. Document accepted by Archive (DTS applies ARCHIVE ACCEPTED status stamp)

If the traveler already submitted a supplemental voucher, DTS updates the most current version of the voucher with the AOC EFT Return. A sample of the e-mail related to an EFT return is provided below. Similar procedures are in affect for EFT returns related to payment requests for travel advances and/or scheduled partial payments. For additional information regarding EFT return procedures please refer to your local help desk or the DTS Tier-3 Help Desk.

DATE: MM/DD/YYYY
FROM: Defense Travel System
TO: Traveler@organization.org.mil
CC: AO@organization.org.mil; DTA@organization.org.mil
Subject: Notice of Payment Return for Invalid EFT Account Information
On <date>, we received notice from the Disbursing System that your request for payment in the amount of <insert EFT return amount> was returned because of invalid Electronic Funds Transfer (EFT) account information.
In your voucher, you requested a split disbursement in the amount of <$amount> be sent to the Charge Card Vendor. That payment was made and is not affected by this notice. DTS will resubmit your request for payment to your EFT account after your Approving Official has approved your amended voucher.
Please visit the Defense Travel System website: www.defensetravel.osd.mil and login using your Public Key Infrastructure (PKI) certificate and password. Select <document name> from your list of vouchers and view your EFT account information (routing number and account number). Verify the EFT account information within the Traveler Profile of this document matches the same information at your financial institution. If necessary, please correct your EFT account information in DTS.
Use the following information to locate your voucher in DTS:
       Travel Authorization Number: <TANUM>
       Document Name: <Document Name>
       Travel Dates: <TDY start date> to <TDY end date>
If you are unfamiliar with how to amend your voucher, instructions can be retrieved by using the hyperlinks "Training" followed by "Quick References" at the Defense Travel System Website. Within "Quick References" select "Create A Voucher from Authorization" appropriate to your PKI medium (Common Access Card or Digital Signature Diskette), and then use the section, "Adjusting/Amending Documents." During the signature process, please insert a comment to your Approving Official that your amendment is generated to receive payment due to an EFT return.
If you need assistance or have questions regarding this email, contact your Commander/Supervisor.
Please do not respond to this email.

APPENDIX K – Procedures for Tracking Lost Payments

If a DTS traveler believes a payment is lost or missing, the traveler should first contact their Organizational DTA (ODTA) or Lead DTA (LDTA).

The LDTA will verify that the voucher is not in reject status and that a payment advice was received. If sufficient time has passed for the EFT or check to have been posted/received, and it is still missing, then the LDTA will contact either the DTS Helpdesk or DFAS Denver Disbursing (specific email addresses below) to have the payment researched.

Check Trace - checktrace@dfas.mil

This mailbox is intended for the LDTA/ODTA to inquire on behalf of a traveler for a check that the traveler has not received. DFAS Denver Disbursing will inquire Pacer and the Returned Check and Bond System to ascertain the check status, i.e. cashed, cancelled, or outstanding. Once DFAS Denver Disbursing receives a status, they will reply to the LDTA/ODTA.

Recertified Check (DD2660) - recertifiedchecksdd2660@dfas.mil

This mailbox is intended for the LDTA/ODTA to forward the claim of non-receipt (DD Form 2660) on behalf of a traveler. Once DFAS Denver Disbursing receives the status, they will reply to the LDTA/ODTA.

EFT Trace - efttracerequests@dfas.mil

This mailbox is intended for the LDTA/ODTA to request EFT traces on behalf of a traveler. Once DFAS Denver Disbursing is able to ascertain the status, they will reply to the LDTA/ODTA."

The ODTA/LDTA will need to include the travelers name, voucher number, and voucher amount in their requests.

APPENDIX L – Procedures for Use of GTR as Method of Payment

The traveler creates an authorization in the DTS, but travel arrangements must be made directly with the CTO outside of DTS. In the Ticketed Transportation section of the travel section, the traveler/NDEA selects the transportation type as one of the following:

TB – Prepaid Bus

TP – Prepaid Plane

TR – Prepaid Rail

TV – Prepaid Vessel

Note: DTS will automatically switch to "GTR" for method of reimbursement when one of the previously mentioned types is selected.

The cost cited for transportation using any of the above modes **must always be $0.00!** This is due to the fact that the obligation will not be processed in DTS (see below). Any GTR transactions that have a cost other than zero will be rejected from the GEX. The GTR cost should be noted in the comments field on the Authorization. Once the Authorization is completed and signed by the traveler, it should be routed to the Transportation Officer (TO) with all the information necessary to make the travel arrangements.

Note: A conditional routing list must be established, to include the name of the TO as a routing official.

The TO must then follow existing Service/Agency procedures for preparation and distribution of the GTR. The TO will have access to the authorization for information necessary to prepare the GTR and should annotate the GTR number in the comments section during their review of the authorization.

The AO receives the authorization, reviews the itinerary and should cost, verifies the appropriate method of reimbursement as "GTR", and approves the authorization (using the Approved stamp). Upon AO approval, a copy of the approved authorization should be provided to the TO (or printed by the TO) for inclusion with the GTR when processing for travel arrangements, obligation, and payment.

Since "GTR" was selected as the method of reimbursement, DTS prohibits an obligation of the GTR costs from being routed to the DADS. However, obligations for other

expenses will be generated as required. Obligation of funds for the transportation costs will be accomplished outside DTS in accordance with existing Service/Agency processes.

Travel is performed in the normal manner with toll free help provided by the CTO for any en route variations. Any unused or partially used GTR must be turned in to the TO for cancellation and credit in accordance with current procedures and DTS must be updated to reflect the updated GTR cost in the remarks section.

Upon completion of travel, the traveler completes the voucher from authorization in DTS to obtain reimbursement for expenses incurred during travel. The GTR is a non-reimbursable expense for the traveler.

Local Business Rules must reflect specific procedures, to include billing of a CTO transaction fee, for each site where GTR is used as a method of payment for transportation costs.